

**DEPARTMENT OF TRANSPORTATION
STATE OF GEORGIA**

INTERDEPARTMENT CORRESPONDENCE

FILE: **OFFICE:** Commissioner

DATE: March 5, 2014

FROM: ^{KG} Keith Golden, P.E., Commissioner

TO: Executive Management

SUBJECT: Professional Services Consultant Invoices

The professional services consultant invoice process was recently reviewed. The focus of the review was to reduce the administrative burden associated with invoice preparation and approval, thus providing a time savings for consultants and GDOT staff.

We have moved to CMIS for our invoicing needs. The review found that project managers vary in their request for backup information for the CMIS invoice. Some project managers request little to no backup information whereas others are requiring over 50 pages per invoice. It was determined that GDOT's contract requirements related to records and audits provide GDOT with sufficient access to consultant documentation at any time during the contract period and for three years after the payment of final voucher.

GDOT will no longer require supporting documentation to be included with professional services consultant invoices other than what is required in CMIS based on these findings. Consultants and sub-consultants will be required to maintain supporting documentation/evidence for each invoice including, but not limited to, timesheets, lodging, travel expense authorization, receipts and other costs consistent with contract terms and conditions. GDOT project managers will periodically request supporting documentation from consultants for invoices for review and verification. Consultants will be required to submit requested information to the GDOT project manager within two business day (48 hours) of such a request.

An updated manual on "Electronic Invoicing" is attached and should be reviewed by those who process professional services invoices. There will also be training provided on April 22, 2014. My expectation is that the revised manual and associated invoice process will be implemented consistently across the entire agency. Genetha Rice-Singleton will be the Department's point on CMIS. If you have any questions, please contact Genetha at 404-631-1860.

Attachment: Electronic Invoicing Manual

